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HANDBOOK

FOR THE

School Bus Driver

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A Tentative Guide for Traffic Safety

Bulletin 396, Revised
1949

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Commonwealth of Pennsylvania
Department of Public Instruction
HARRISBURG

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HANDBOOK

for the

SCHOOL BUS DRIVER

A Tentative Guide for Traffic Safety

Bulletin 396 (Revised)

1949

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF PUBLIC INSTRUCTION

Harrisburg

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DEDICATION

This bulletin is dedicated to the children of Pennsylvania whose safety to and from school depends upon the skill and alertness of the bus driver.

FOREWORD

The school bus driver is charged with an important task. He is not only the guardian of the safety of the children whose lives are entrusted to his care but he is the custodian of valuable equipment which should operate at the peak of efficiency and economy. Moreover, he is in a position because of the time he spends with pupils on the way to and from school to exert considerable influence in shaping the lives of his youthful charges.

Because of this threefold obligation, it is important that school bus drivers be selected with the greatest care and instructed in their duties, relationships, and responsibilities. An error in judgment, a lack of knowledge of safe driving practices, or a physical impairment on the part of the driver might cause serious injury to pupils or result in a major catastrophe. Therefore, it behooves every school bus driver to keep in good physical condition, to prepare for his job responsibilities as adequately as possible, and to discharge those responsibilities to the best of his ability.

This handbook has been prepared to provide school bus drivers and school officials with pertinent material relating to safe and efficient school transportation. It is not intended to supplant in-service training courses which are highly recommended but rather to implement such courses. School superintendents, principals, and school boards may wish to use the contents of the handbook as a basis for discussion of transportation problems with their school bus drivers.

We acknowledge gratefully the assistance of all who have participated in the preparation of this handbook and trust that it may serve a useful purpose.

Francis B. Haas

Superintendent of Public Instruction

September 1949

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I

Relationships of the School Bus Driver

SCHOOL TRANSPORTATION is a cooperative program in which certain duties are assigned to different agencies. Each agency must recognize its relationship to the total program and perform its duties if the transportation service is to reach maximum efficiency in terms of safety, convenience, and economy.

The school bus driver is a key person in carrying out the policies and regulations of school transportation and has certain relationships, either direct or indirect, with the following agencies:

1. The State Council of Education, which prescribes standards for school buses and exercises certain other regulatory powers.
2. The Department of Revenue, which certifies school buses and administers certain provisions of the Vehicle Code pertaining to the operation of school buses.
3. The Pennsylvania State Police, who enforce the traffic laws and inspect school buses to determine their fitness for certification.
4. The Department of Public Instruction, which approves transportation contracts and administers the school laws governing transportation of pupils.
5. The Public Utility Commission, which has jurisdiction over certain types of transportation frequently provided in school buses which are not legitimate school transportation, such as the transportation of pupils to athletic contests and other places of interest, when the cost is not paid out of the funds of the school district.
6. The County Board of School Directors, which approves or disapproves transportation routes and contracts.
7. The County Superintendent of Schools, who acts as a coordinating agent in the development of a county system of school transportation.
8. The local Board of School Directors, which determines the eligibility of pupils for transportation, establishes bus routes, time schedules, loading zones, and awards transportation contracts.

The school bus driver should be thoroughly familia with the policies, rules, and regulations of these agen cies and should put them into practice in so far as the apply to his work. In the last analysis, it is the bu driver who actually puts into operation the progran designed by the various agencies having jurisdictio and control.

In addition to the relationships enumerated above the school bus driver has much more intimate relation ships with principals, teachers, janitors, parents, an pupils. The exercise of tact, diplomacy, and courtes in his dealings with the children, their parents, th school authorities, and the general public will con tribute to the success of the service.

II

Qualifications of the School Bus Driver

It is the duty and responsibility of each school district to set up qualifications consistent with State standards for the school bus drivers whom they hire to transport children to and from school. It is helpful for the driver himself to know just what qualifications are essential for him to fulfill his job safely and efficiently.

The driver should read this unit carefully, and take personal inventory of his own qualifications. He should know whether or not he measures up to the recommended standard. It is not to be expected that every driver will satisfy all these qualifications, but each driver should realize which qualifications he fails to meet. He should determine and observe the necessary safety precautions which he must take to compensate for any deficiencies.

DESIRABLE PHYSICAL QUALIFICATIONS

VISION

The eyes determine most of a driver's reactions. Unless they give the true picture of a situation, they are likely to be the cause of accidents. Many persons fail to realize that the eye is a very complicated organ with many parts, and that each part must operate efficiently if one is to have normal vision. Some of the functions of the eye which affect a person's ability to operate a motor vehicle safely, follow.

Clearness of Vision

1. It is extremely important that the driver see clearly, quickly, and comprehensively.
2. A school bus driver should have his vision checked thoroughly by a licensed examiner, since many persons actually do not know their sight is defective.
3. Eyes should be checked frequently because they tend to weaken with age or excessive strain.
4. Most visual defects can be corrected. A person should not be permitted to drive a school bus

until such defects have been satisfactorily corrected.

Field of Vision—The distance to left and right that a person can see when looking straight ahead is known as the field of vision:

1. A normal field of vision is between 170° and 190°.
2. A person whose field of vision is less than 140° is said to have "Tunnel Vision" and should not be permitted to drive a school bus, since this disability prevents him from seeing cars or persons approaching from the side until they are directly in front of him.
3. A simple check on the field of vision is to fix the eye on an object in the distance directly in front of you, while another person walks up alongside from the rear. Notice at what point the other person can be seen.
4. A school bus driver should have a normal field of vision.

Color Blindness—Color blindness involves the inability to distinguish different colors:

1. A driver must be able to distinguish colors in the following situations:
   a. Distinguishing between red and green traffic signals.
   b. Recognizing rear stoplights on cars.
   c. Recognizing characteristic red, yellow, and green lights on trucks and buses.
   d. Interpreting traffic signs on red, yellow, or white backgrounds.

Depth Perception—The ability to judge the size, shape, distance, and rate of motion of an object is known as depth perception:

1. Judgment of depth and distance is required of a driver in certain important situations:
   a. In overtaking and passing another car.
   b. In turning in traffic.
   c. In parking in small spaces.
   d. In judging the relative sizes and distances of objects and spaces ahead.
2. The school bus driver should have at least normal ability to judge depth, distance, and speeds.

Night Vision—The effects of darkness and glare on the individual's eyes determine the ability to drive

ıfely at night. Three qualities are necessary for good ight vision:

1. Dark adaptation—the ability of a person to see well after his eyes have adapted themselves to the darkness.
2. Glare recovery—the ability of a person's eyes to readjust normally after passing glaring lights. Studies have shown that it takes a normal eye one second for the pupil to close when exposed to a glaring light, seven seconds for it to open, and approximately a full minute for it to make complete readjustment to new conditions. When passing a car with glaring lights, therefore, a person experiences two periods of partial blindness—the first, due to the glare on his dark-adapted eyes; the second, caused by the slowness of the pupil to make the eye dark-adapted again.
3. Glare resistance—a measure of a driver's ability to see when facing the glare of lights from an approaching automobile. A driver should avoid looking directly into oncoming lights. He should watch the right side of the road.

HEARING

A school bus driver should have at least normal hear- g to enable him to hear warning bells, signals, engine)uble, and other sounds related to traffic or safety driving.

MUSCULAR STEADINESS AND STRENGTH

The school bus driver should be of sufficient size d have sufficient strength to handle the bus confi- ntly and safely. He should have muscular steadiness insure complete control of the vehicle at all times and insure coordination of his movements.

REACTION TIME

The reaction time is the length of time it takes a rson to recognize a situation, determine the course action, and perform the necessary action. The nor- al reaction time is ¾ of a second. Some factors which use the reaction time to be longer than normal are e, fatigue, drowsiness, inattention, carbon monoxide s, illness, and alcohol.

DISEASE

A school bus driver should be entirely free of com- nicable diseases. If such diseases are of long dura-

tion, such as tuberculosis, he should not be hired b the district for the job of school bus driver; if of short duration, such as scarlet fever or measles, he shou not be permitted to operate the bus until a reputab physician has pronounced him entirely cured of suc disease.

DISABILITIES

Temporary Disabilities—A school bus driver shoul not drive when he is ill, fatigued, or emotionally upse

Permanent Disabilities—A school bus driver sha have the normal use of both hands, arms, legs, and eye He should be free from such disabilities as epilepsy paralysis, insanity, abnormally high or low blood pre sure, certain types of heart disease, and tendency t faint.

Alcohol—Since statistics show that perhaps one third of all highway accidents are, directly or indirectl caused by the effects of alcohol on the driver or pe destrian, it is advisable to consider this problem as involves the school bus driver.

Alcoholic liquors are frequently referred to as "stim ulants." The final effect, however, is rather that of sedative—a narcotic. Alcohol dulls the senses, hinder quick decisions, and makes one generally below pa in efficiency.

The legal terminology used in regard to the drinkin driver problem provides for punishment when the drive is judged to be "under the influence of alcohol." Du to individual differences in the response to a give amount of alcohol, and the difficulty of determinin whether or not an individual is "under the influence drunken driving legislation has been a major proble facing every state in recent years.

Lately a new machine, the alcoholometer, has bee devised which in an accurate and simple manner de termines the concentration of alcohol in a person's bloo stream, and thus scientifically reveals whether or no a person is "under the influence" of alcohol.

Even though legally a person is judged not to b "under the influence" when the alcoholometer revea that the alcoholic concentration in the blood stream less than five-hundredths of one per cent, it is know that even a very small amount of alcohol has a dullin effect. For this reason it is ruled that a "school bu driver shall abstain from the use of intoxicating liquor whenever such use might possibly affect his reaction in driving the bus." This statement is to be interprete that no bus driver shall take any alcohol before or whil

he is operating the school bus, and shall abstain from such use when common after-effects, such as headache, may interfere with normal efficiency and safety in operation of the bus.

THE PHYSICAL EXAMINATION

After July 1, 1950, a school bus operator will be required to pass a physical examination given at the beginning of every school year by the physician of the school district which employs him. He must carry a currently valid certificate issued by the examining physician.

SAMPLE FORM

Bus Driver's Physical Examination

Name of driver..... Address.....

Age..... Sex: M..... F..... Height..... Weight.....

PHYSICAL FITNESS

1. Eyes: Visual acuity .....Right..... Left.....
   Glasses properly fitted: Yes..... No.....
   Field of vision .....
   Color-blind (red-green).....
2. Ears: Right..... Left.....
3. Heart ..... Lungs.....
4. Blood pressure .....
5. Urine analysis .....
6. Evidence of epilepsy, diabetes, extremes or fluctuations in blood pressure, or other ailments which might cause temporary loss of consciousness.....
   .....
7. Existing communicable disease .....
8. Wassermann or Kahn test.....Tuberculosis test.....
9. Amputation of member: Arm ..... Hand.....
   Fingers..... Leg..... Foot..... Toes.....
10. Abnormal condition of spine .....
11. History of mental lapses, derangements, etc.....
    .....
12. Use of alcohol, narcotics, drugs.....
13. History of illness during preceding year.....
    .....

I have examined ..... and find him/her to be free, in accordance with the items listed above, from any ailment, disease, or defect that might affect his/her ability to operate a school bus safely.

Date..... Signed.....

Examining Physician

MENTAL AND EMOTIONAL QUALIFICATIONS

A school bus is no safer than its driver. A person may meet every one of the physical requirements and still be a poor risk as a driver. In order to be a really safe driver, it is necessary to possess certain personality traits and mental attitudes. A school bus driver, in particular, should be

1. A mature individual with dependable and controlled emotions. Emotional stability is extremely important.
2. Alert and safety-minded at all times. He should never take chances which might endanger the lives or safety of the pupils entrusted to his care.
3. At least normally intelligent.
4. Patient, sincere, dependable, and foresighted.
5. Able to handle children easily and retain their respect.
6. Courteous and considerate at all times.
7. Honest and industrious.

EXPERIENCE AND TRAINING

As in every other type of position, a trained and experienced man will perform his duties more efficiently and more carefully than one who is untrained and inexperienced.

The school bus driver must by law have a Pennsylvania operator's license and may not have had his license revoked at any time. In addition, the school bus driver should

1. Have preferably several years of driving experience; experience in handling larger vehicles, such as trucks or buses, is recommended.
2. Have a thorough knowledge of the traffic rules and regulations of the states in which he operates; he should be familiar with the motor vehicle codes of such states.
3. Have a thorough knowledge of safe-driving skills.
4. Have a sufficient knowledge of first aid to enable him to take necessary precautions and administer emergency treatment in case of an accident.
5. Have a knowledge of the physical laws which govern moving vehicles. (See page 19.)
6. Know the various parts of his vehicle, and have sufficient understanding of elementary mechanics to enable him to make necessary emergency re-

pairs and to check his vehicle for mechanical troubles.

7. Have a clear or satisfactory accident record.

PERSONAL CHARACTER AND HABITS

It should be remembered that the school bus driver sets an example for the pupils he transports as surely as does the teacher in the classroom. It is, therefore, necessary that such a person be above reproach in his personal habits and character.

The school bus driver shall

1. Abstain from the use of intoxicating liquors whenever such use might possibly affect his reactions in driving the bus.
2. Refrain from using profane or indecent language.
3. Refrain from eating while operating a school bus carrying children.
4. Be clean, neat, and suitably attired. A uniform is recommended.
5. Always be a gentleman.
6. Have a good moral character and a good reputation.
7. Refrain from smoking while driving a school bus carrying children.
8. Refrain from spitting while children are in the bus. If necessary, avoid chewing tobacco.

COMPETENCY EXAMINATION

After July 1, 1950, a school bus operator will be required to pass an examination, given by the Secretary of Revenue, establishing his competency to operate a school bus, and his knowledge of the laws and regulations relating to the operation thereof. He must carry a bus operator's certificate, currently valid, pursuant to such examination.

III

Responsibilities of the School Bus Driver

Into the hands of the school bus driver are entrusted the lives and safety of a human cargo the value of which cannot be given in terms of dollars and cents. It is not the aim of this handbook to teach a bus driver how to drive. The district would not employ a person for this job who has not proved his ability and skill in driving. The following outline and suggestions are designed to refresh the school bus driver's knowledge of various facts and practices which are essential to the safe, efficient, and economical operation of the district's pupil transportation system.

SPECIFIC DUTIES OF THE SCHOOL BUS DRIVER

1. Attend all conferences or classes conducted for the training of school bus drivers.
2. Ventilate the bus properly.
3. Maintain order and discipline on the bus.
4. Assign each pupil a seat.
5. Direct pupils across the highway in front of the bus.
6. Cooperate with all other transportation personnel.
7. Cooperate with all school authorities, employes, and parents of pupils transported.
8. Keep the bus neat and clean at all times.
9. Operate the school bus as prescribed by the State and local unit.
10. Observe all safe driving practices.
11. Drive at a safe speed, never to exceed 35 miles per hour when pupils are in the bus.
12. Prepare all necessary records and reports.
13. Drive with due consideration for the efficient and economical operation of pupil transportation.
14. Assist the proper official in preparing bus routes and time schedules, and locating loading zones and shelter sites.
15. Report to the proper authority the following:
    a. Misconduct of any pupil while under his supervision.

b. Complaints.
c. Any accidents in which his bus is involved.
d. Any possible hazards encountered.
e. Any causes for failure to operate as scheduled.
f. Any recommendations concerning road conditions, routes, or schedules.

16. Keep himself in proper mental and physical condition to operate his bus safely.
17. Set a good example of conduct for the pupils.

In districts where there is more than one school bus, the school district should designate a Senior Bus Driver with the following specific additional duties:

1. Plan and assign places for pupils to get on and off the bus at school.
2. Inspect all buses for sanitation and cleanliness.
3. Assist in planning routes and schedules, and in locating shelter sites and loading zones.
4. Recommend to the individual bus driver safer and more efficient practices.
5. Keep all necessary reports as required by the State or local school authorities.
6. Report any needed changes in the school bus transportation system to the proper school authority.

RULES AND REGULATIONS REGARDING SCHOOL TRANSPORTATION

Driver Regulations:

1. The board of school directors shall enter into a written contract with the driver or contractor upon forms furnished by the Department of Public Instruction.
2. All drivers and substitute drivers must be over 21 years of age and shall be approved by the Board of School Directors.
3. The driver and vehicle shall conform to all regulations of the Vehicle Code.
4. All transportation routes and contracts are subject to the approval of the County Board of School Directors.
5. The operator shall not deviate from the designated route except upon written consent of the local Board of School Directors.
6. The driver shall adhere as closely as possible to the time schedule, but shall wait for any pupil

who is observed to be making an effort to meet the bus.

7. Pupils shall be taken on and discharged from the bus only at the designated loading zones and at the extreme right of the road. All loading zones should, if possible, be made at a point where the highway can be seen clearly for a distance of 500 feet in both directions.
8. Pupils shall not be permitted to get up from their seats or get on or off the bus while it is in motion.
9. In discharging pupils, the driver shall see that each pupil has reached a place of safety before starting the bus, or signalling to proceed to the driver of a vehicle which has stopped.
10. Children shall pass *in front of* the bus to cross the highway.
11. Each pupil shall be assigned a regular seat in the bus, so that pupils may enter or leave the bus with a minimum of disturbance to others.
12. Persons other than a public school pupil, employe, or school official shall not be permitted to ride in a school bus.
13. Buses shall not be loaded beyond the capacity indicated on the Approved Inspection Sticker.
14. A pupil shall not be permitted to leave the bus except at his regular stop without permission of the principal.
15. Safety drills, including use of the emergency door of the bus, shall be conducted at least once each month.
16. The driver shall stop the bus to load or unload pupils only at established loading zones.

Driving Regulations:

1. All motor vehicles used in transportation of school children shall come to a complete stop immediately before crossing a railway grade crossing.
2. The gasoline tank shall not be filled when pupils are in the bus.
3. Persons shall not be allowed to occupy a position which will interfere with the vision of the driver to the front, sides, or, by means of a mirror, to the rear.
4. Every school bus shall make a complete stop at highway intersections protected by STOP signs; the driver must exercise the utmost care before proceeding.

5. The driver shall not leave the motor vehicle without first stopping the motor and setting the brakes.
6. A loaded school bus shall not exceed the speed limit of thirty-five miles per hour.
7. Buses shall not be operated with the clutch disengaged, except when coming to a stop.
8. The doors shall be closed at all times when the bus is in motion; they must be opened at railroad crossings.
9. The driver shall not back the bus on school grounds or at a loading or unloading stop without proper signalling from a responsible person on the ground.
10. Only pupils and their belongings shall be transported while pupils are riding in the bus.
11. No animal, firearm, explosive, or anything of a dangerous or objectionable nature, shall be transported while pupils are riding in the bus.
12. Commercial advertising shall not be displayed in or on the bus.
13. When a school bus is being operated upon a highway other than for the transportation of school children to or from school, all "School Bus" designations shall be removed, covered, or concealed.

SAFE DRIVING

TEN COMMANDMENTS FOR SAFE DRIVING

The main responsibility of the school bus driver is o be a *safe* driver. To be a safe driver of any motor ehicle, one must practice courtesy on the highway nd obey the following commandments of the road:

1. Always drive at a speed which will enable you to stop within the distance at which you can first recognize danger. This means keeping a safe distance behind any potential danger ahead, and not "over-driving."
2. Observe and obey all traffic signs and signals always.
3. Anticipate danger and drive accordingly—it's better to be safe than sorry. Be alert.
4. Approach all pedestrians and bicyclists with caution. Expect them to do the unexpected and unsafe thing. Be extremely cautious in business districts for pedestrians who might step from between parked cars. Remember—a child is a human caution sign.
5. Never drive a car when you have had *any* alcoholic beverage. Drinking and driving *do not mix.*

6. Take care of your vehicle—before traveling che tires, gauges, brakes, head and rear lights. Nev drive a car unless all these parts are worki effectively. Have regular inspections made by competent mechanic.
7. Never exceed 35 miles per hour in a school b carrying children. Always adjust speed to co ditions. The maximum safe speed limit in t best car, on the best highway, and in the be weather is 50 miles per hour.
8. Always stay in your own lane of traffic. Don be a "weaver" or a "road hog."
9. When passing, be sure that there is at least 5C feet of clear highway ahead. Use proper signals– hand and horn—when passing.
10. Use extreme caution in business districts, a intersections, and at railroad crossings. Alway use proper hand and mechanical signals.

THE RESPONSIBILITIES OF THE DRIVER TO THE BUS

One of the driver's important responsibilities is t know the important parts of the bus, their functior and their care. The bus driver should be familiar wit school bus specifications as set forth in the Departmen of Public Instruction Bulletin 100, *Transportation o Public School Pupils in Pennsylvania,* and see tha the bus assigned to him meets these specifications. H should also have on hand the manufacturer's manua of the particular type of vehicle he is driving. He shoul learn the location of and study the recommended treat ment and care of the various parts.

Safety Equipment:

1. Tires—Check tires frequently for glass, nails, an cuts. Be sure they are properly inflated. Neve run any distance on a low tire. Check spare.
2. Brakes—Hand and foot brakes are the most im portant safety devices in a school bus. Always b alert for defects, and bring to the attention o the mechanic any suspicion of trouble, such a uneven stopping and loose or tight brakes. Specia care must be used in wet weather since the brakes operate differently at such times.
3. Clutch—When properly operated, the clutch pre vents jerky motion of the vehicle and allows smooth starting and stopping. Maladjustments of the clutch result in the following trouble:
   a. Slipping clutch: lack of firm contact between the flywheel and pressure plate when clutch

is engaged, resulting in decreased power being carried to the transmission.

b. Grabbing and chattering clutch: vibration during engagement, or grabbing resulting in jerky movements in starting.

c. Dragging clutch: the driven plate fails to stop rotation when clutch is disengaged.

d. Rapid wear of clutch lining.

e. Clutch noises.

If any of these maladjustments are noticed, they should be reported to the mechanic. NEVER "RIDE" THE CLUTCH.

4. Steering—Though the important parts of the steering mechanisms are out of sight, the feel of the steering will warn an alert driver of trouble. Alignment should be watched carefully since uneven alignment will result in uneven wear of tires and difficulty in steering. Steering trouble should be reported immediately.

5. Battery—The storage battery of the vehicle furnishes the electric power to start the engine, sound the horn, and provide light. It should be checked weekly for water level, and filled with distilled water when necessary. The charge of the battery should be checked frequently.

6. Lights—The driver should make certain both headlights, and all beams, tail lights, and interior lights are operating efficiently. Extra bulbs and fuses should be carried for emergencies.

7. Windshield wipers—The mechanisms should be checked every day regardless of weather. The blades should be new enough to give an efficient sweep, and fast enough to assure clear vision in inclement weather.

8. Defroster—The defroster should be checked frequently, especially during winter months.

9. Windows, ventilation—All windows must be made of safety glass. They should be kept clean inside and out to insure good visibility. Side windows should be equipped either with stops to prevent their being opened more than half way, or with guards. The windows should be adjusted only by the driver or certain designated pupils.

10. Rear vision mirrors—These mirrors must assure a vision of 200 feet to the rear of the bus. They should be kept clean and properly adjusted at all times. There should also be a mirror for the driver to observe conduct of pupils in the bus.

11. Driver's seat—No part of the body of a passenger when seated may be on, alongside of, or in front of the driver's seat. It should be adjusted for the driver's greatest comfort and efficiency.

12. Emergency door—This safety device should be checked at least once a day for security and operation. Students are forbidden to use this door except for drills and in emergencies.

13. Fire extinguisher—An approved type of fire extinguisher must be within the driver's reach. It must be charged at all times.

14. Hand ax—A hand ax must be within the driver's reach.

15. Heater—An approved hot water heating system is required and should be operated by the driver for the passengers' comfort.

16. Chains—All buses must be equipped with chains for rear wheels; they must be used on slippery or icy roads. The driver must check them periodically for breaks. Sanders are recommended, in addition to chains.

17. Flags and flares—Three flags and three flares must be carried at all times and must be displayed immediately for guidance of traffic in event the vehicle is disabled along the highway.

18. Tools—Necessary tools for minor repairs must be carried. They should be inspected for condition frequently.

19. First aid—A First Aid Kit and Handbook should be carried in a convenient place on the bus.

20. Governor—Some buses may be equipped with this mechanism. *Never tamper with it.*

Inspection Check Lists—The driver should be familiar with the following checklists showing what inspections should be made:

1. Prior to starting the vehicle the driver should check
   a. Tire pressures.
   b. Water in radiator.
   c. Gasoline.
   d. Oil in the crankcase.
   e. All lights, for operation and cleanness.
   f. Horn.
   g. Rear-vision mirrors.
   h. Windshields, for cleanness.
   i. Signal arm.

j. Adjustment of seat.
k. License tags, for cleanness.

2. After engine is started the driver should check
   a. Oil gauge.
   b. Water temperature.
   c. Windshield wiper.
   d. Peculiar engine noises.
   e. Fuel control.
   f. Choke control.
   g. Ammeter.

3. While driving, the driver should pay attention to
   a. Clutch.
   b. Gear shift.
   c. Foot brake system.
   d. Hand brake system.
   e. Steering.
   f. Oil pressure gauge.
   g. Water temperature gauge.
   h. Ammeter reading.

4. Weekly inspection: Tire inflation should be checked with an accurate gauge. Water in battery should be checked at least every two weeks. In cold weather the driver should make sure the antifreeze solution is adequate.

5. 1,000-mile or 60-day inspection: The bus driver should have the chassis lubricated and check
   a. Engine oil, oil filter, and breather pipe.
   b. Battery and generator charging rate.
   c. Battery terminals.
   d. Headlights for focus or alignment.
   e. Cooling system, hose connections, water pump.
   f. Fuel pump sediment bowl.
   g. Manifold heater valve for free operation.
   h. Carburetor air cleaner.
   i. Choke for satisfactory operation.
   j. Cylinder head for loose bolts or gasket leakage.
   k. Tires, for cuts, imbedded stones or sign of wear.
   l. Steering connections for looseness.
   m. Springs and shock absorbers.
   n. Brakes.
   o. Signs of grease leaks at wheels.

p. Exhaust system, muffler, etc.
q. Fan belt.

6. 5,000-mile inspection: In addition to 1,000-m lubrication and inspection, driver should:
   a. Shift tires (3,000-5,000 miles).
   b. Check wheel alignment and balance.
   c. Check transmission and rear axle lubrican
   d. Lubricate steering gear, starter motor, d tributor, etc.
   e. Replace oil filter cartridge (5,000-10,0 miles).
7. 10,000-mile inspection: In addition to 1,000- a 5,000-mile inspection, every 10,000 miles t driver should
   a. Lubricate front and rear wheel bearings, ge selector box, universal joints, speedomet cable.
   b. Drain, flush, and refill transmission and re axle.

Repairs—There are certain emergency repairs whi the driver should be able to make. But there are oth repairs which he should never attempt. An automobi mechanic will instruct the driver as to his duties co cerning inspection and repair of the school bus.

When the Motor is Running—Here are son safety measures and precautions which a driver shoul take when the engine is running

1. Check all dashboard gauges.
2. Allow the engine to idle for several minutes befo setting the bus in motion. The bus is ready t operate when the temperature has reached 160
3. Never race the engine while warming it up.
4. Do not use the choke more than necessary.
5. Never run the motor in a closed garage.
6. Never fail to report any trouble.
7. In case of a breakdown, look after the safety o the pupils first, then take precautions for th safety of the bus until help arrives.
8. Never permit students to tamper with the bu or its equipment, whether or not the engine i running.

SAFE DRIVING PRACTICES

After the driver has assured himself that the bu itself is in a safe condition, having been examined an

repaired, if necessary by a competent mechanic, he must turn his attention to his driving habits and the practices which will carry his young passengers safely to and from school.

Physical Laws Which Affect the Operation of Motor Vehicles

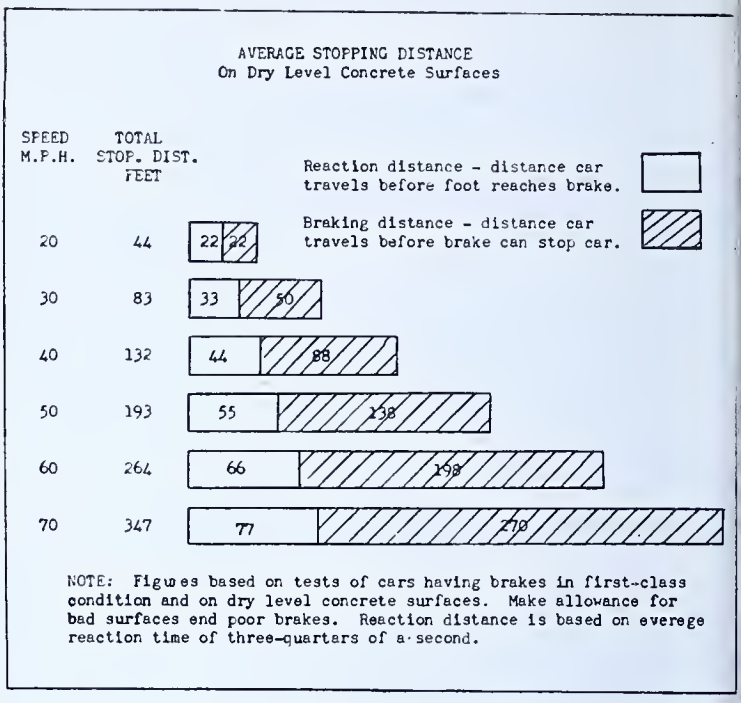
The school bus driver should know that there are certain physical laws which affect the operation of a motor vehicle. Unlike man-made laws, they never fail to punish their violator.

1. Force is required to move an object, increase its speed, to stop it once it is set in motion, or to make it turn from a straight path. The motor and the brakes are the means of furnishing this force to a motor vehicle.
2. Less force is required to keep an object moving on a level road than to start or stop it.
3. The force of a moving object increases directly in proportion to the *square* of the increased speed. Thus, if a car moving at 20 m. p. h. has its speed doubled (40 m. p. h.) the force of the moving car is not twice, but *four times as great* (2 x 2) and the force required to stop it is also four times as great. If the speed is tripled, the force is nine times as great (3 x 3), etc.
4. An object moving in a straight path resists any change in its direction of motion. A simple illustration of this is steering a car around a curve. The tendency of the auto is to keep moving straight ahead and force must be exerted to change its direction. This is known as centrifugal force.

These laws are in effect constantly in the operation of a motor vehicle. Since the two controlling factors in any moving force are weight and speed, the effect of these laws on the operation of a loaded school bus varies from their effect on the operation of a passenger car.

Road Speeds—A great many accidents are caused by excessive speed—speed too fast for conditions. In certain types of weather and road conditions, 35 m. p. h. may be just as dangerous as 65 m. p. h. in others. *The speed limit for school buses carrying passengers under the best possible conditions is 35 m. p. h.* On slippery, dirt, or gravel roads, in fog or inclement weather, the speed should be much slower. The condition of the brakes, tires, and road surface also determines the speed at which a vehicle can be safely operated.

The driver should study the stopping distances given in the following chart:



These distances assume good reaction time, good brakes, good tires, and good dry pavement. Variation in any one of these factors will increase the total stopping distance. A safe driver will travel at a speed which will enable him to stop before he reaches the spot at which he can first see danger. To fail to take this safety precaution results in "overdriving" one's vision and is the cause of many accidents. Many drivers have a tendency to drive faster than they can see when approaching blind hills or curves, and following other vehicles, especially at night when their vision is limited to the distance illuminated by their headlights, and impaired by the glare of other lights.

Judgment of Distances

Accuracy in measuring speed and distance is fundamental in good driving. At least 25 per cent of the drivers regularly involved in accidents are poor judges of distance. Some of the errors resulting from inability to judge distances are: (1) following too closely, often resulting in rear-end collisions; (2) passing another vehicle when there is an automobile approaching from the opposite direction, often resulting in head-on collisions or sideswipes.

In judging starting or stopping distances, a good driver must be able to judge distance fairly accurately. He will practice judging distances in order to improve

his judgment. It is suggested that the bus be used mentally as a measuring unit—one bus equals about 33 feet.

Use of Brakes

The poor driver imagines that sudden stops indicate he has complete control over his vehicle. Not only is this incorrect, but it places undue strain on the structure of the vehicle and has a damaging effect on the brakes and tires. In the case of a loaded school bus, sudden stops throw passengers forward and in many instances result in injuries.

The easiest and least costly method of braking is gradually to decrease speed—first, by releasing the accelerator and second, by applying the brake with a light, steady pressure. The clutch pedal should not be pushed down until the vehicle has slowed almost to a complete stop. In this manner, the full braking effect of the motor is realized. After the foot is removed from the gas pedal, the motor slows down the driving force of the rear wheels, thus acting as a brake.

Braking distance and actual stopping distance are not the same. Braking distance is the distance a vehicle travels after the brakes are applied. Stopping distance is braking distance plus reaction distance, the distance the car travels before a person reacts to the realization of danger.

If a driver will control the speed of the bus and constantly "drive ahead," the use of the brakes will be reduced. It may well be said that a good driver is known by the care with which he uses his brakes.

Steering

Steering a bus appears to be a simple part of driving. However, two things make steering a bus more difficult than steering a passenger car: first, the length of the bus, and second, the weight of the bus. Care must be taken by the driver to allow enough clearance at the corners, in crossing narrow bridges, and at all turns. Sudden turns of the steering wheel may result in "body swinging" which might cause the driver to lose control.

Another important point in steering is holding the wheel correctly. Imagine the position of the hands on a clock at twenty minutes past ten o'clock—and you have the correct position for the hands on a steering wheel. With the hands in this position, the driver has the greatest control of the vehicle.

Changing Gears

The old saying "practice makes perfect" has nowhere a more important application than in developing

skill in changing gears. If the bus driver will remembe to make all motions slowly but surely, especially in re leasing the clutch pedal when starting, he will hav developed one of the habits of a good driver. Be sur before changing from low to higher gear that th rolling speed is sufficient. Change to lower gear whe necessary, never permit unnecessary strain on the moto

Turning

The U-turn—The school bus driver should use thi method of turning around only when absolutely neces sary. A few simple rules to follow when making U-turn are

1. Be sure there is sufficient space.
2. Be sure no traffic is approaching from eithe direction, or that there is enough time for turn ing before approaching cars reach the place wher you are turning.
3. Pull over to the right as far as practicable an change to a lower gear before making the turn This assures you sufficient power for the turn.

The turn-around—If it is necessary to turn aroun at a side road, where there is insufficient room for U-turn, the following general rules should be applied

1. If the side road is on the driver's right, he shoul drive by, back into it, then drive out.
2. Care should be taken never to back across th main road.
3. In any instance the driver should select a plac to turn around that would be least dangerous Allow plenty of clearance at bridges or ditches.

The right and left turns:

1. *Be cautious and drive very slowly.*
2. Anticipate the turn and maneuver into the prope lane. The driver making a right turn should b on the extreme right lane of the highway; on making a left turn should do so from the lan nearest the center of the highway.
3. The proper mechanical signal must be given.
4. The driver should check for right of way, traffi signals, stop signs, pedestrians, and special sign regarding turning, before attempting the turn.
5. The turn should be made with hand-over motion rather than with a series of jerky motions, an one hand should always have a firm grasp o the wheel.

acking

Backing a vehicle requires control and skill. It should accomplished smoothly and cautiously, and requires uch practice.

1. Always be able to see the highway in the rear, either through rear vision mirrors, or by watching through rear or side window.
2. Always signal your intention to traffic in the rear.
3. Have the rear school bus patrol signal pedestrians.
4. Never back onto main highway, and avoid backing whenever possible.

arting

Setting the motor vehicle in motion after the engine running should be performed smoothly and requires ill in operating the clutch and brake.

1. The clutch should be engaged slowly and smoothly, and the foot should be entirely removed from the pedal when the bus is in motion.
2. The clutch should never be used as a brake in holding the bus—it should be totally disengaged when the bus is not moving, unless the bus is in neutral gear.
3. Starting on an upgrade should be accomplished smoothly and without slipping backward. The hand brake and accelerator used in combination enable the driver to use his left foot freely in engaging the clutch. The driver in the road test should be able to demonstrate his ability to perform this operation successfully.
4. The driver should see that such movement can be made in safety; he should watch for pedestrians and vehicular traffic at all times and should be sure the road is clear before pulling onto a main highway.

topping

The ability to "stop on a dime" is not only impossible, but it is not a compliment to a driver's skill. The river should always anticipate the unexpected so that e will have time to stop smoothly and safely.

1. The clutch should not be disengaged until the bus has been decelerated by the brake and compression of the engine to a speed of approximately 10 m. p. h.
2. The brake should be pressed slowly and smoothly, releasing the pressure slightly as the car comes to a stop. This practice will prevent stopping with a sudden jerk or a rocking motion.

Parking

This is another maneuver which requires much s
and, therefore, much practice. Judging distance is
portant, as is skill in backing and steering.

1. The driver should never leave his bus with
first assuring himself it is properly parked a
out of danger.
2. Prohibited parking places should be learn
through a study of laws regarding parking
The Vehicle Code of Pennsylvania.
3. The driver should be able to demonstrate
skill in parking parallel to the curb between t
vehicles, and in angular parking.
4. In parking on a down- or up-grade, the fr
wheels should be turned in such a manner th
they will run against the curb if the bus sta
to slip.
5. The driver should see that the hand brake
securely fastened, and the vehicle in gear befo
leaving it.

Rounding Curves

1. In approaching a curve the speed should be d
creased and the brakes applied *before* reachi
the curve.
2. A slight acceleration on the curve helps to ove
come the centrifugal force which tends to pu
or pull the vehicle out of its proper lane.
3. NEVER attempt to pass a vehicle on a curve.
4. Be particularly alert on a curve, since your visi
distance is shortened.

Passing

Although the school bus will probably have few o
portunities or occasions to overtake and pass anoth
vehicle, the driver should be familiar with the prop
procedure for this maneuver.

1. Passing a vehicle should never be attempted u
less there is 500 feet of clear highway ahead an
it is evident that passing can be done safely.
2. Always observe the highway in the rear befor
pulling out of your lane to pass a vehicle ahea
3. Always sound your horn.
4. The school bus driver must keep in mind that hi
speed limit with a loaded school bus is 35 m. p. h
and must not pass another vehicle unless abso
lutely necessary.
5. Never pass on the crest of a hill, when approach
ing a curve, a narrow bridge, an intersection, o

on a portion of a highway where men are working.

6. Passing on the right is permissible only when the driver of the vehicle ahead indicates he is planning to make a left turn, or on a highway within a business or residence district having two or more marked lanes of traffic in one direction.

7. The school bus should pass a street car on the right except on a one-way street. When a street car is stopped to discharge or take on passengers, the bus should stop a short distance behind the open door until the pedestrians have reached the curb.

8. In passing parked cars, be very cautious and alert for pedestrians who may dart out from behind the cars.

llowing Other Vehicles

1. A school bus shall not follow a motor bus or commercial motor vehicle within 500 feet when traveling upon a highway outside a business or residence district.

2. The driver should be well aware of his stopping distance at all times and allow a few feet more for a safety margin in following any vehicle.

3. The driver should always be alert for unexpected actions of the driver ahead and should always watch for his signals.

ght of Way

It is well to know under what conditions a driver has e right of way, but it must be remembered that in ne cases, a driver must forfeit his right of way in der to avoid an accident. A school bus driver must particularly cautious and never use his right of way it will endanger his vehicle. Conditions under which e right of way must be yielded are

1. At clearly marked crossings where pedestrians have right of way.

2. When entering intersection from private road or driveway.

3. Upon approach of police, fire department vehicle, or ambulance. In such cases, all vehicles must pull over to the right side of the road and stop until such vehicles have passed.

4. When entering a "through" highway; or at a "stop" intersection.

5. When the other vehicle has already entered the intersection.

6. When two vehicles approach an intersection the same time, the one to the right has the ri of way.
7. In all other cases where failure to yield right way might cause an accident.

Driving onto the Main Highway

1. Observe all signals and signs. Observe right way.
2. Be sure the way is clear before entering a m highway.
3. Never back onto a main highway.

Driving on the Main Highway

1. Keep in proper lane; on highways of more th two lanes, slow moving vehicles should alwa keep to the right.
2. Always use the proper hand or mechanical si nals to indicate your intentions.
3. Driving upgrade: Select the proper gear and sh before climbing the grade; keep to the rigl never pass on an upgrade.
4. Driving downgrade: Select and change to prop gear on reaching the downgrade; brake smooth and steadily when necessary; never disengage t clutch; keep to right.

Signs and Signals

1. *Traffic Signals*—Unfortunately, the position traffic signals at dangerous intersections is n uniform. The driver should pay special atte tion at intersections to determine if there is signal. The purpose of the traffic signal is make traffic move along in an orderly, safe ma ner at intersections where accidents are mo likely to occur. The school bus driver should l familiar with the following functions of a traff signal.
   a. Green or "Go" signal: Right or left turn may be made when not prohibited. Pedestrian crossing on green have the right of way.
   b. The yellow, or "Caution" signal, is intende to clear the intersection of pedestrians an vehicles. A vehicle is permitted to go throug on yellow only if it has entered the inte section before the light changed, or when sudden stop might cause a rear-end collisio
   c. Red, or "Stop" signal, means that all vehicle must stop, and stay stopped until the ligh has changed to green.

d. A green arrow may be used for turns and for movements straight ahead. Where a left turn is permitted on a green arrow, no left turn shall be made on the green "Go" signal.

e. Flashing yellow signal indicates a dangerous intersection. It always means to slow down and proceed with caution.

f. Flashing red signal means that a driver must come to a complete stop before he enters the nearest crosswalk. After stopping, he should proceed only when he can do so safely.

2. *Slow Down Signs* — These signs are diamond shaped and warn of permanent physical dangers ahead.

Hill

One Lane

Narrow Road

Slow

Left "S" Turn

Right "S" Turn

Winding Road

Left Turn

Right Turn

eft Sharp Curve

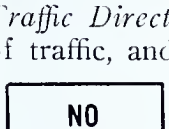
Right Sharp Curve

Dangerous Intersection

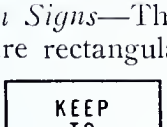
Left Sharp Double Corner

Right Sharp Double Corner

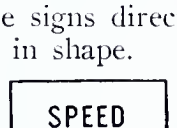
3. *Traffic Direction Signs*—These signs direct flow of traffic, and are rectangular in shape.



No Passing

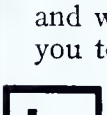


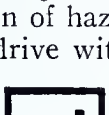
Keep to Right

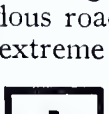


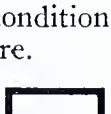
Speed Limit

4. *Caution Signs*—These signs are always square, and warn of hazardous road conditions. They tell you to drive with extreme care.

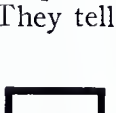

ght-entering Road


Left-entering Road


Crossroads



School

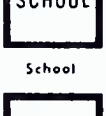


Road Work

Fresh Tar

Fresh Oil

Slippery When Wet



Loose Stone

Soft Shoulder

5. *Railroad Crossing Signs*—The school bus driv is required by law to STOP, LOOK, AND LIS TEN at all railroad crossings whether or n bells, lights, or wig-wags are operating. He shou never start immediately after a train has passe since there might be another coming on anoth track.

SPECIAL WEATHER AND ROAD CONDITIONS

Since the school bus driver has no choice of the roac or weather conditions through which he drives, h should know the conditions which present additiona hazards to safe driving, and know what safety pre cautions to take to counteract these hazards.

Rain

1. Rain reduces the distance at which a driver ca see clearly.
2. It decreases the gripping efficiency of the roa surface and, therefore, notably increases the dis tance it takes to stop the vehicle.
3. It cuts down the driver's field of vision to prac tically tunnel vision since the wipers clear onl a small portion of the windshields. It also re duces ability to see through the rear and side viev mirrors.
4. It affects the operating efficiency of the brakes.
5. Driving precautions during a rain and on we pavements
   a. *Slow down.*
   b. Be extremely alert and cautious.
   c. Never brake suddenly. Brake gently with a slightly pumping action.
   d. Be especially careful if there are wet leaves or mud on the road.
   e. Have windshield wipers operating.
   f. Give signals in advance of usual time, since stopping distances are longer.
   g. Clear the fog on the inside of the windows by defroster or by opening a window.
   h. Wet road shoulders—be particularly careful to avoid running off the hard surface of the highway since the shoulders, i. e., the ground along the highway, are particularly dangerous when wet. If the vehicle goes off the highway, the driver should slow down, drive a short

distance along edging away from the highway if possible, then turn rather abruptly back onto the highway. The wheel should be grasped firmly since it might be wrested from the driver's hold by the unequal friction on the wheels.

og

Fog cuts down the visibility, produces a layer of ioisture on the road surface and thus increases stop- ing distance. When driving in fog, reduce speed and irn on parking or dim lights so your vehicle is visible) other drivers. Sounding the horn, especially on irves, hills, and other dangerous places, is an added afety measure.

ough and Muddy Roads

Frequently it is necessary to route the school bus ver poor roads. The driver should know that driving ver such roads weakens springs, damages tires, over- eats and strains the engine, and frequently causes alling. He should take all precautions to drive as noothly and safely as possible and should

1. Avoid accelerating or applying brakes quickly.
2. Avoid spinning wheels in mud.
3. Avoid riding clutch.
4. Avoid sudden change of direction.
5. Reduce speed.
6. Shift to lower gear if necessary.
7. Keep bus moving slowly and steadily.
8. Use chains or burlap under the wheels if stuck in the mud.
9. In case of road construction, determine whether the road is passable. If so, proceed with caution. Change route or schedule if necessary for safety.

Vinter Driving

The conditions for winter driving are probably the ost difficult of all for they combine the worst features fog, rain, poor visibility, increased stopping dis- nces, and dangerous roads.

1. Starting in cold weather is more difficult than starting in warm weather. There are certain ways of overcoming this difficulty.
   a. Push in the clutch when starting in order to save the engine the burden of turning the transmission gears through stiff grease.

b. Allow the starter motor to turn the engin a few times before turning the ignition switch this feeds the engine a charge heavily lade with gasoline which will fire more easily whe the switch is turned on.

c. After the engine is running, allow the bus t warm up before driving it. Never race th motor since this causes the pistons to mov up and down rapidly in poorly lubricate cylinders and will lead to expensive repair

2. Ice on the windshield should be removed befor moving the bus. The bus should be equipped wit a defroster which will keep the windshields clea of ice while the bus is in motion.

3. The bus driver should keep the interior of th windows clear of steam. The school patrol ma be made responsible for keeping rear window clear.

4. Snow and ice on the road. In spite of efforts t keep modern roads clear, the presence of snov and ice continues to be the most dangerous winte driving hazard. Snow or ice on roads greatly in creases the stopping distance of a vehicle an therefore, requires a much slower speed. Th chart on page 31 shows the comparative stoppin distances on different types of road surfaces. Precautions which should be taken when drivin on snow or ice

a. *Slow Down.*

b. Put on chains.

c. Engage clutch, apply brakes and accelerat slowly and carefully.

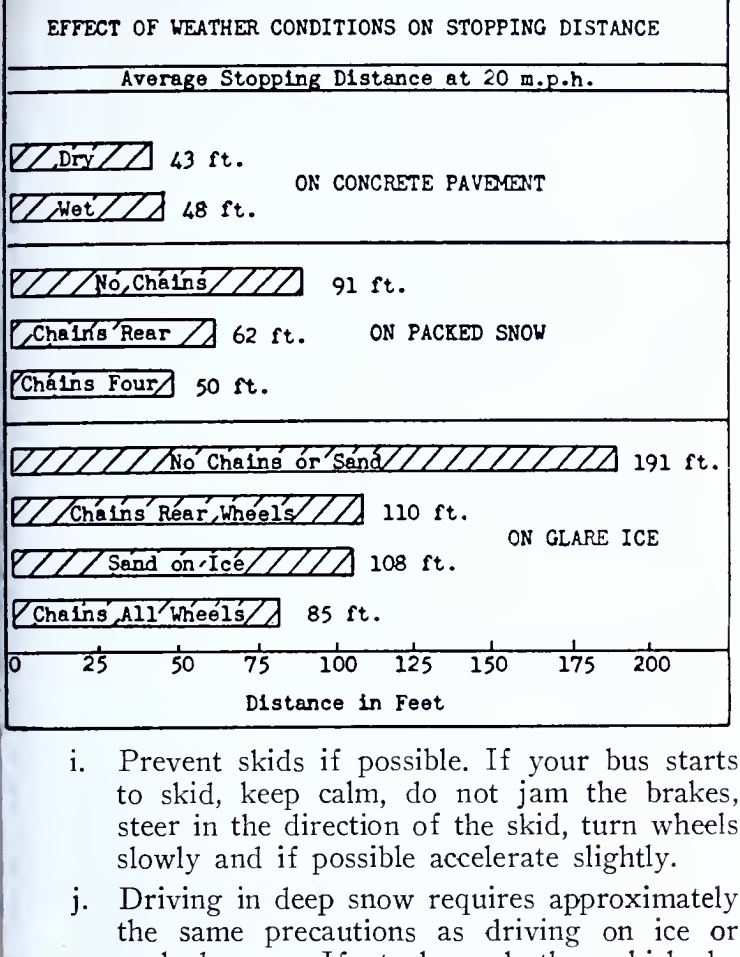
d. Do not spin wheels in attempting to start.

e. Avoid using brake as much as possible, an slow down gradually several hundred feet be fore stop is to be made by braking easily an steadily. Release brake if bus begins to ski

f. Keep clutch engaged until bus is almos stopped.

g. Reduce speed before each turn, and avoi applying brakes or accelerating sharply on turn.

h. Avoid sudden turns.



i. Prevent skids if possible. If your bus starts to skid, keep calm, do not jam the brakes, steer in the direction of the skid, turn wheels slowly and if possible accelerate slightly.

j. Driving in deep snow requires approximately the same precautions as driving on ice or packed snow. If stuck, rock the vehicle by using forward and reverse gears alternately, but do not spin the wheels. Use a shovel to clean a path if necessary.

ACCIDENTS

RESPONSIBILITIES OF THE SCHOOL BUS DRIVER IN CASE OF ACCIDENT OR BREAKDOWN OF THE BUS

rocedure in Case of Accidents

Every driver hates to be involved in an accident, but ı spite of everything a driver can do, he may have an navoidable accident. He should know the steps to ollow in case he is involved in an accident, regardless f how small or how serious it may be.

1. No matter how small or insignificant the accident appears to be, always stop immediately and investigate. It is just as important to report the scratching of a fender as it is to report a personal injury, since by this method the driver will

protect himself from exaggeration on the pa of the other person.

2. The first duty of the driver in case of an accide is to stop and turn off the ignition. If gasolin has been spilled, make sure there is no smokin and prevent any open flame reaching withi twenty-five feet of the wreck.

3. Determine if there are any injured persons. Ca each pupil by name and ask "Are you hurt? The driver should be convinced that each is ar swering honestly. If in doubt, he should insist o a physician's examination.

4. Give immediate first aid to any injured, givin attention first to the most serious. Call for a phy sician immediately and supervise emergency car to insure that all get proper attention.

5. Send a trustworthy student to telephone for doctor or ambulance and have him give the loca tion of accident or injured person, nature and ex tent of injuries, the supplies available at the scen of the accident, and the nature of first aid bein administered.

6. At earliest convenience, send a dependable pupi to notify the police and the school authorities instructing him to give information as to locatio of the accident or breakdown, the name of driver the bus number, and the school from which th bus operates.

7. After having given the necessary first aid, tak necessary steps to prevent further accidents a the scene of the trouble.
   a. In daytime place flags 100 feet to front an rear of the bus, and a third alongside the bus
   b. At night place three lighted flares in sam manner.
   c. Have the school bus patrol warn the oncom ing traffic.
   d. Unless the bus is severely damaged or en dangered by fire, keep the pupils inside.

8. Collect information necessary to fill out a repor form. Be sure to carry copies of this repor form in the bus at all times. Study the form t know what information it requires.
   a. In collecting this information start with those facts you must get by questioning other persons, such as the names and addresses of the owner of the other vehicle or damaged property, and witnesses to the accident.

b. Be courteous to the other driver, and never lose your temper—it will be needed in handling the situation.

c. Do not argue or try to place the blame for the accident. The report will reveal the facts of the accident and the cause.

d. Next get the facts you can secure only by studying the scene of the accident. Never leave the scene of an accident without noting and recording the position of the vehicles, the condition of the road, amount of damage, and any other facts you can't get after leaving the scene.

e. A diagram of the accident, or photographs, with actual measurements are important.

f. Finally fill in such information as your name, etc., after you have done everything else.

g. Exactness is necessary in filling out this report. Be sure the report is complete and gives a clear idea of exactly what happened, where the vehicles were before and after the collision, the objects which obstructed drivers' view, etc. On items for which you can't get exact information, write in "unknown" to show they haven't been overlooked.

9. Submit a report of the accident to the Department of Revenue when the bus or car you are operating is involved in an accident which results in damage in excess of $100 or in body injury or death to any other person.

rocedure to be Followed in Case of an Accident ith a Parked Vehicle or Other Unattended Property

1. Stop and attempt to locate the custodian of the vehicle or property.
2. If he cannot be found, leave your name, address, and registration number on or about the damaged vehicle or property.
3. Forward accident report to the Bureau of Highway Safety, Department of Revenue, within 24 hours.

rocedure to be Followed in Case of a Breakdown

1. Push or drive the vehicle off the traveled portion of the highway.
2. Display flags or flares.
3. If trouble cannot be remedied, notify the proper school authority.

SCHOOL BUS ACCIDENT REPORT

Two copies of the following report shall be submitted by t driver immediately following an accident involving his bus any passenger:

1. Name of School Bus Driver .....
2. Age..... 3. County..... 4. Date of report.....
5. Place of accident..... 6. Date of Accident.....
7. Time of day..... 8. Bus owned: (a) by admini trative unit..... (b) by contractor.....
9. Description of accident.....

   .....

   .....

   (Draw diagrams on reverse side, including exact mea urements.)
10. Persons injured (Indicate when they are pupils):

    Name Address Nature of injuri

    .....

    .....

    .....
11. Was first aid administered?..... 12. By whom?.....
13. Was a doctor summoned?..... 14. An ambulance?.....
15. Name of doctor.....
16. Property damage:

    To school bus.....

    To other vehicle or property.....
17. Owner of other vehicle or other damaged property:

    Name..... Address..... License No.....
18. Names and addresses of witnesses to the accident:

    .....

    .....
19. Cause of accident:.....

    Signature.....

    School Bus Driver

STANDARD FIRST AID

Each school bus driver should have at least an ele mentary knowledge of first aid practices so he ma be able to assist injured persons in case of an acciden involving the school bus, or assist in any accident dis covered along the highway. Moreover, pupils may be come ill on the school bus and require temporary car by the bus driver. First aid is the immediate, temporar care given in case of accident or sudden illness befor the services of a physician can be secured. *Knowing what not to do is equally as important as knowing wha to do in case of injury or illness.* It is recommende that the bus driver take a course in first aid, and tha

an American Red Cross First Aid Handbook be available to him at all times.

General Directions at the Scene of the Accident

1. Keep cool.
2. *Do not move injured persons unless absolutely necessary, and then only when the extent of injury has been determined and such movement deemed safe.*
3. Keep onlookers away from the injured.
4. Keep injured persons lying down to prevent fainting and shock.
5. Examine the injured persons.
   a. Determine whether patient is conscious.
   b. Remove only sufficient clothing to determine the extent of injury.
   c. *Cut* away clothing from injured part.
   d. Look for excessive bleeding, stoppage of breathing, wounds, and other injuries.
6. Persons who have stopped breathing or are bleeding excessively should be cared for first.
7. Keep the patient warm, make him comfortable, and cheer him in any way possible.
8. Send someone responsible to call a physician or ambulance, giving the location of accident or the injured person, the nature and possible extent of injuries, the supplies available at the scene of accident, and what first aid is being given.
9. Avoid allowing the patient to see his own injury.

ontrol of Bleeding from a Cut Artery

Arteries carry blood away from the heart. If blood ours from a wound in spurts, it usually flows from n artery. In controlling bleeding from a cut artery, essure applied between the cut and the heart is necsary. The six chief points where main arteries lie ose to the bone are:

1. In the neck just to the side of the windpipe, against the backbone.
2. In front of the ear against the skull.
3. About an inch forward from the angle of the jaw.
4. Behind the inner end of the collar bone against the first rib.

5. On the inside of the upper arm, halfway betwe shoulder and elbow.
6. In the groin as it passes over the pelvic bone.

It is suggested that the driver consult a Red Cro First Aid Handbook for diagrams showing the locati of these important "pressure points," and for furth steps in treatment of arterial bleeding.

Control of Bleeding from a Vein

A tourniquet is a flat band, usually made of clot Never use a rope, wire, or sash cord. The tourniqu is used to stop severe bleedings which cannot be stopp by the other methods. It is usually applied on the ar directly below the armpit or around the thigh of t leg.

Steps in the application of the tourniquet are:

1. Wrap the material twice around the limb, the tie a half knot.
2. Place a short stick over the half knot, and tie square knot.
3. Twist the stick to tighten the tourniquet.
4. *Loosen tourniquet every 15 or 20 minutes.*

Treatment of Wounds

1. Do not touch a wound, or wash it with soap an water.
2. Bandage the wound snugly.

Bandaging

1. Cover wound with clean dressing.
2. Hold dressing on wound with a bandage firml but not tightly, secured by a slip knot.
3. Never apply a wet bandage, unless internal o gans are exposed.

Treatment for Shock

1. Keep the patient warm by wrapping in blanket or other warm clothing.
2. Lay the patient on his back with his head lo Do not have him sit up.
3. *Never give the patient an alcoholic beverage.* D not attempt to make an unconscious person drink

Treatment for Bodies in the Eye

1. Do not rub the eye.

2. Do not attempt to remove an imbedded body; hold a compress over the eye and consult a doctor.
3. Lift upper lid away from the eye and allow tears to wash the foreign body to the inside corner of the eye.

leeding of the Nose

1. Have the patient sit and throw his head slightly back.
2. Loosen the collar and anything tight around the neck.
3. Apply a cold compress over the nose.
4. Press the nostrils together for four or five minutes.
5. Avoid blowing the nose for a few hours.

eneral First Aid Treatment of Fractures

1. *Do not move until medical aid has been secured.*
2. Prevent further pain and damage.
3. Make the patient comfortable and treat for shock.

eatment for Fainting

1. Have the patient lie down with head low. Keep him lying down until he has completely recovered.
2. Loosen any tight clothing.
3. To ward off a fainting spell, have the patient sit with his head hanging low between his knees, and exert a slight pressure on his back.

eatment for Fits

1. Prevent the patient from injuring himself or other pupils.
2. Wrap a pencil with a clean cloth and hold it in the victim's mouth to prevent his biting his tongue.
3. Place something soft under his head.
4. Make no effort to restrain the movements of the patient.
5. Give no stimulant.
6. Leave the patient undisturbed until fully recovered.
7. Loosen tight clothing, collar, belt, etc.

HEALTH AND SANITATION AS RELATE TO THE SCHOOL BUS

In addition to seeing that the pupils are carrie *safely* to and from school, it is the duty of the scho bus driver to see that no factors exist which will e danger the health of the pupils while in his care.

CARE OF PUPILS

Before Meeting the Bus

1. Since many children must walk over a mile t meet the bus, the driver should observe whethe the pupils are properly clothed to suit the weathe conditions. If a pupil is not suitably clothed, th driver should report such negligence to the prope school authorities.
2. Established schedules should be maintained t avoid unnecessary waiting.
3. Waiting shelters shall be provided where neede in accordance with the provisions of the Scho Laws.

On the School Bus

1. *Pupils with a communicable disease shall not b carried.* The parents of a student with a com municable disease who is boarding the bus shoul be contacted, and the situation should be explaine to them. Arrangements should be made to trans port the student again after he has fully recovere from the disease, and upon his presentation c the required certificate from a physician or healt officer.
2. The bus should be a comfortable temperature heated during winter months. Children should b instructed to open or remove outer wraps whe riding on the school bus.
3. The bus should be ventilated properly, with as sured safety from carbon monoxide fumes. I should be remembered that this gas is colorless odorless, and tasteless, and therefore very difficul to detect. Caution should be taken that no pupi sits in a draft.
4. Pupils should not be required to spend more tha one hour in getting to or from school, includin the time spent on the bus.

On Reaching the School

1. Provisions should be made for drying wet clothing.
2. Pupils arriving early should be under supervision.

KEEPING THE SCHOOL BUS CLEAN

A clean school bus provides a healthful atmosphere for the pupils, in addition to aiding in the development of clean living habits and creating a favorable psychological effect. Cleanliness prevents the spread of germs and therefore cuts down the possibilities of spreading disease.

The school bus driver should enlist the cooperation of all the pupils in keeping the bus clean and neat. The school bus patrol might assist the driver in a brief inspection before the pupils leave the bus.

Daily Routine Includes

1. Sweeping the floor.
2. Dusting seats and inspecting for damage or breakage.
3. Cleaning the windshield, side windows, and mirrors.
4. Removing mud from exterior of bus at first opportunity.
5. Checking exhaust and heating apparatus to make sure no carbon monoxide gas is reaching the interior of the bus.
6. CAUTION: Do not run the engine of the bus in a closed garage. Carbon monoxide gas is fatal in very small concentrations.

Weekly Routine Includes

1. Sweeping and washing the floor with a good disinfectant.
2. During epidemics the entire interior of the bus should be washed with a good disinfectant.
3. Washing exterior of bus.
4. Cleaning and checking doors and windows for damage.
5. Dusting interior of bus.
6. Cleaning dashboard.

MANAGEMENT AND ADMINISTRATION OF THE PUPIL TRANSPORTATION SYSTEM

School Bus Routes, Schedules, and Stops

Safety, economy, and efficiency in school transportation begin with a careful layout of school bus routes. Much of the waste and inefficiency, as well as many of the hazards to the health and safety of pupils, might be avoided by a more careful study of bus routes before inaugurating the transportation service.

The school bus driver may be asked to help plan the routing and schedules of the school bus; he should know what features go to make up safe and efficient routes and schedules.

Advantages of Having Well-Planned Schedules and Routes

1. Overlapping of routes and unnecessary mileage of loaded and empty buses are avoided.
2. The safest possible route is the best-planned route.
3. A well-planned route facilitates the location of the bus in case of breakdowns.

Factors to be Considered in Planning Routes and Schedules

1. The status of the pupils—age, health, and physical condition.
2. The number and size of the buses available.
3. The number of students and the areas to be served.
4. The school schedule.
5. The condition of the roads to be traveled.
6. Safety of walking routes between homes and school.
7. Distances between homes and school, and homes and bus route.
8. Climate.

General Rules to Follow in Developing Routes

1. Routes should be planned and evaluated by a competent school official.

2. The local board of school directors should adopt a policy, setting forth the conditions under which transportation will be provided, conforming to all legal requirements, all rules and regulations of the State Department of Public Instruction, and such additional regulations as local conditions warrant. Parents should be notified of this policy. This policy should be formulated in terms of the need for transportation which exists in each attendance area.
3. *Routes shall be planned in interest of safety as well as of convenience and distance.* Safety shall never be sacrificed for speed or distance, and buses shall never be routed over hazardous routes.
4. The pupils eligible to receive transportation should be determined in accordance with the policy set forth by the school board. Special favors should never be granted. *Need for transportation should be the deciding factor.*
5. Buses should be routed as near to the homes of pupils as possible, but stops need not be made at every home.
6. Pupils should not be required to spend more than one hour in getting to or from school, including the time spent on the bus.
7. A copy of the bus route should be posted in each bus.
8. Some buses may be able to make more than one trip.
9. Whenever possible, routes should be planned over roads which are in reasonably good condition.
10. The distances traveled by empty buses should be kept at a minimum.
11. Before school opens each year, and from time to time during the year, the bus route should be surveyed to determine means for improving the safety and efficiency of operation.

uides in Selecting School Bus Stops

1. Generally, not more than eight stops per mile should be scheduled, although exceptions may be made to accommodate physically handicapped children.
2. Stops should not be made on steep grades, blind curves, or near the crest of a hill. Traffic in either

direction should be visible for a distance of 30 feet. Safety is more important than convenience

Mapping the School Bus Route

1. Secure a large scale map of the area served by school transportation system. A scale of an inch to the mile is satisfactory.
2. Locate schools and homes of pupils to be carried
3. Indicate number of persons to be transported from each home.
4. Select the designated bus stops and indicate number of persons assigned to each stop.
5. Indicate the beginning of the route and the bus number.
6. Plan the course of the route, indicating the type of road, and direction of the route by symbols indicated on page 43.
7. Re-check all routes for overlapping, safety, and economy.
8. Submit the established routes to the proper authority for checking.

The Time Schedule

1. The time schedule should be prepared for each route, giving the time and place of all bus stops for both morning and evening.
2. The time schedule should be established after actual trial runs over the route.
3. Time schedules should be posted in the school bus, and copies given to the parents of all students involved.
4. Time schedules should be changed only in emergencies and advance notice of such changes should be given.
5. Factors to be considered in making the time schedule
   a. The number of routes per bus.
   b. Types of highways to be covered and traffic density.
   c. Kind and condition of the school bus.
   d. Road hazards.
   e. Time of opening and closing school.

SYMBOLS USED IN MAPPING ROUTES

Location of Schools

a. Elementary school, any combination of grades 1 to 6, or 1 to 8.

b. Junior high school, any combination of grades 7 to 9.

c. Senior high school, any combination of grades 9 to 12.

d. Elementary - junior high school.

e. Junior and senior high schools, and six-year high schools.

f. Elementary, junior and senior high schools.

g. Elementary (grades 1 to 8); high school (grades 9 to 12).

Route of the Bus

a. The route of the bus shall be indicated by a heavy line, an arrow indicating the direction of travel.

b. Each school bus shall be given a route number.

c. Each separate trip of a bus should be designated by a capital letter.

d. The beginning of a route will be indicated by a rectangle containing the number of the bus and letter of the route, followed by an arrow.

e. The course of the route and bus stops can be indicated by an oval containing the bus route numbers and followed by an arrow.

Sometimes it is desirable to indicate the residence of each transported child. Symbols which may be used are

a. Elementary school pupil

b. Junior high school pupil

c. High school pupil

The local school districts may wish to include other data on the map, for which they should devise their own symbols.

REPORT OF BUS ROUTE HAZARDS

Date .....

School .....

To the Board of School Directors:

A survey of my school bus route shows that the fl-
lowing hazards exist at the following locations: Cou
.....Road No..... from..... sch
to ..... via .....
(Give exact location of hazard)

Hazards:

1. Road extremely narrow.
2. Narrow bridge.
3. Road rough and bumpy.
4. Road needs surfacing.
5. Treacherous after any rain.
6. Dangerous ravine without guard rail.
7. Deep ditch or wash.
8. Blind curve.
9. Bad culvert.
10. Bridge needs repair.
11. Bad road intersection.
12. .....
13. .....
14. .....

Very truly yours,

.....

Signature of School Bus Dri

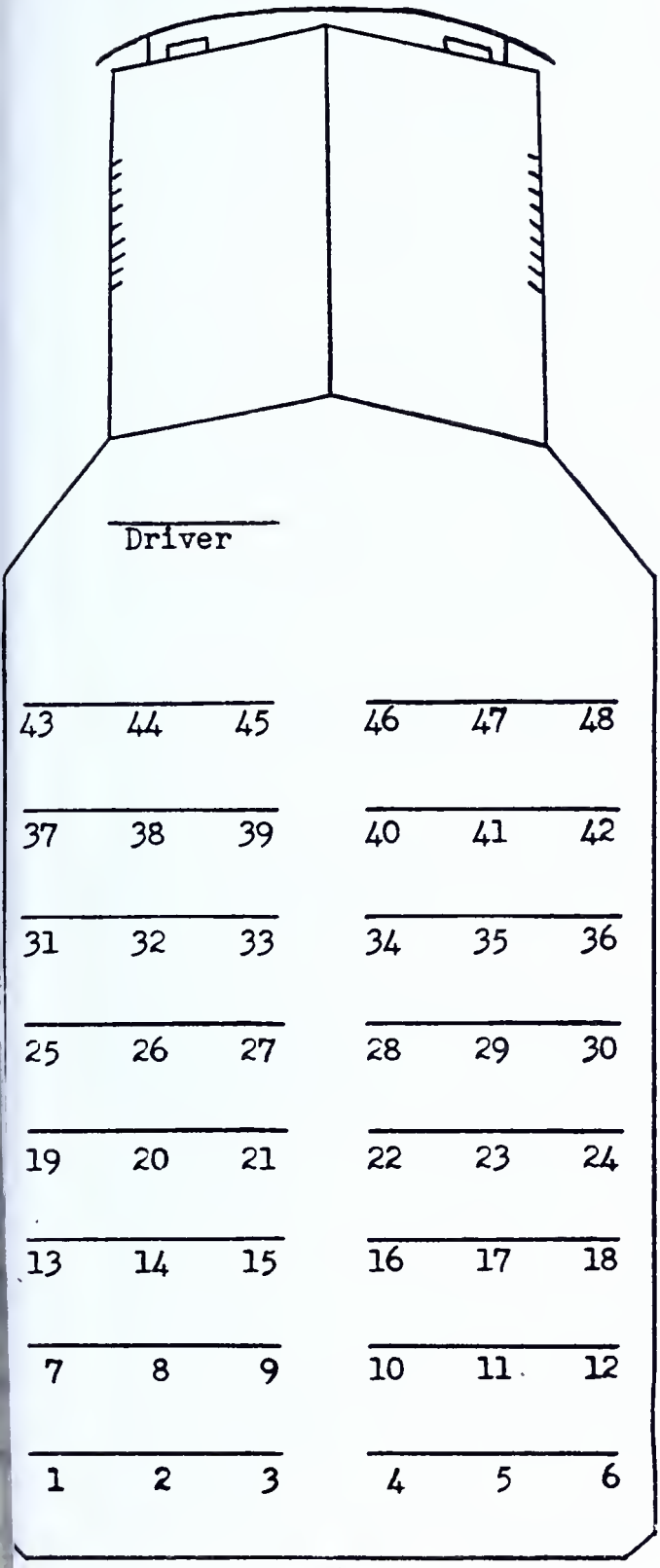
(Adapted from the State Department of Alabama)

LOADING, UNLOADING, AND SEATING ASSIGNMENTS

Loading Pupils on the School Bus

1. No bus shall be loaded beyond the capacity in cated on the Approved Inspection Sticker.
2. The school law provides that whenever childr are required to walk to the school bus, shelte shall be provided where needed.
3. Pupils shall not stand on the roadway while wa ing for the bus.
4. Pupils shall not be loaded on a steep grade, a blind curve, on crest of a hill.
5. No pupil shall get on or off the bus while it in motion.

PROPOSED SEATING CHART



6. Pupils shall wait their turn to board the bus.
7. Each pupil shall be assigned a regular seat the bus so that pupils may enter or leave t bus with a minimum of disturbance to others.
8. Pupils shall take their assigned seats immediate
9. No person other than a public school pup teacher, or school official shall be permitted ride the school bus without the written conse of the school authorities.

Unloading School Pupils

1. The driver shall always give the proper signa before stopping to receive or discharge pupi and shall sound his horn at each bus stop.
2. Pupils shall remain in their seats until the b has come to a full stop.
3. No pupil shall be permitted to leave the b except at his regular stop without permission the principal.
4. The driver shall see that each pupil has reach a place of safety before starting the bus, or si nalling the traffic to proceed.
5. Pupils shall pass *in front of the bus* to cross t highway.
6. Safety drills using the emergency door shou be conducted once a month.

Seating Assignments

It has been pointed out that one of the duties of t school bus driver is to assign to each student a se Having an assigned seat for each pupil is an aid maintaining discipline. The bus seating plan with t rows of forward facing seats separated by a cent aisle is probably most conducive to good pupil b havior and safety. Each bus driver should make seating charts for both morning and afternoon trip On the morning trip, pupils who enter the bus fi shall occupy the seats in the rear of the bus. On t afternoon trip, the pupils living the greatest distan from the school shall occupy the rear seats.

The seating plan recommended above provides a cle vision to the rear window for the driver, eliminat lengthy delays at bus stops, and avoids shoving or tri ping while pupils are taking or leaving their seats.

DISCIPLINE OF PUPILS

The Driver's Responsibility for Discipline

The transporting of pupils to and from school is more important part of the total school program than many persons realize. In many instances it may be the only means of interpreting the schools to the public. Parents hear pupils relate their experiences on the school bus and many adults observe the conduct of pupils on the bus as it travels along its route. From these observations, many parents are influenced in their valuation of the entire public school program.

Maintaining good order on school buses requires the operation of pupils, parents, teachers, principals, and bus drivers. It involves

1. Careful selection and training of drivers.
2. A continuous program of traffic safety education to develop a knowledge of and appreciation for safe practices as related to all modes of travel with particular reference to riding on school buses.
3. Cooperative development by pupils, teachers, and drivers of reasonable rules and regulations to be observed in the interest of common courtesy and safety.
4. The selection, training, and supervision of school bus patrols to assist the driver in the safe operation of the bus and in maintaining good order.
5. A practical plan of assigning seats to avoid confusion which invites disorder.
6. The use of a clean, sanitary bus with adequate seating space for each passenger and preferably equipped with forward-facing seats.
7. The reporting of misconduct by the driver or school bus patrol to the responsible school official.
8. An impartial hearing of all charges of misconduct by the person or agency responsible for the administration of pupil transportation.
9. The administering of disciplinary measures commensurate with the offense.
10. The development of a general spirit which makes good behavior popular.

Emphasis should be placed upon the prevention of behavior problems rather than on their correction. No more set of rules will suffice.

The school bus driver has a splendid opportunity to develop such traits as pupil responsibility, self-control,

clean conduct, ideals of citizenship, and moral char-
ter. When pupils are on the bus, the driver sho
expect and insist upon the same respect and orderlin
which are found in the classroom.

Some suggestions to the driver which will aid
maintaining correct discipline on the school bus follo

1. The driver should see that each pupil recei
a list of suggestions for proper and safe bus co
duct similar to the one found on pages 48 and
of this handbook. A copy of the list should
posted in the bus.
2. The driver must see that each pupil obeys
rules of conduct as set up through cooperati
development by pupils, teachers, and drive
in the interest of common courtesy and safet
3. He should observe courtesy, cleanliness, orde
ness, and a firm attitude at all times.
4. The selection of efficient, dependable, and
spected older students to act as school bus patr
men will lighten the driver's duties. It must
remembered, however, that even with a sch
bus patrol, it is the driver who is in control
the bus and responsible for the pupils' safe
5. Providing or suggesting proper activities for t
pupils while on the bus, such as counting or spe
ing games, will promote good discipline.
6. Upon authorization from the proper school o
cials habitual disciplinary cases may be prohibit
from riding the school bus. Only in very e
treme cases should a delinquent pupil be put
a bus before his assigned stop.
7. Points in getting along with children
   a. Be patient; kind, but firm.
   b. Never criticize a child sarcastically.
   c. Never strike a child.
   d. Make constructive suggestions to keep t
   children occupied and out of mischief rath
   than continually to say "Don't."

LIST OF SAFETY PRECAUTIONS FOR PUPILS

A courteous and safe passenger of the school 'b
will be able to make the following statements honestl

1. I always walk on the left side of the highwa
facing traffic, when there are no sidewalks.
2. When walking along the highway with other ch
dren, I walk in single file or not more than tw
abreast.

3. I do not play games on the street or highway while waiting for the school bus.
4. I start to school in time so that I don't have to take unnecessary chances, and I am always on time for the school bus.
5. I never ask for or accept rides from strangers.
6. I do not push my playmates on the way to school.
7. I wait for the bus to come to a full stop before I attempt to get on the bus, or before I get up from my seat to get off the bus.
8. I go immediately to my assigned seat and stay there until the bus comes to a complete halt at my assigned stop or at the school.
9. I do not put books, lunch, or anything in the aisles of the bus.
0. I never tamper with the bus or with any of its equipment.
1. I never tamper with the windows; I never put my hands, arms, legs or any part of my body out of the windows.
2. I always observe classroom conduct in the bus.
3. I do not talk with the driver while the bus is in motion.
4. I do not spit or throw trash in or around the bus.
5. I report immediately to the driver any damages to the bus.
6. I am always a courteous traveler.
7. I always obey and cooperate with the driver and the school bus patrol members.
8. I leave the bus at other than my assigned stop only with the consent of the driver.
9. When I alight from a school bus to cross the road, I always cross in front of the bus.
0. I cross the street or highway only when the patrolman or driver has signalled that the way is clear.

THE SCHOOL BUS PATROL

Students can aid very effectively in the transportation program by serving on the bus safety patrols. School bus patrols can be very helpful in maintaining order and preventing accidents on buses and to school bus riders crossing roadways. Serving in the capacity of bus patrol also provides excellent opportunity for developing leadership qualities in students.

Patrols must be selected wisely, effectively trained to operate according to sound rules, and properly supervised. There should be two regular patrols selected for each bus, with designated substitutes in case of the absence of either of the regular patrols.

Selecting the School Bus Patrol Members

1. Patrol members should be chosen from older boys and girls who have indicated qualities of leadership.
2. They should live near the end of the bus route so they will be on duty for the entire trip.
3. They must have written permission from their parents to act as patrol members.
4. They should have a good attendance record so substitutes will be needed infrequently.
5. They should have the respect of their fellow pupils.

Duties of the Front Bus Patrol Member

1. The front patrolman will sit in the front seat of the bus and dismount at all regular stops to assist children entering or leaving the bus.
2. If children must cross the highway to get to the bus, he shall look both ways for approaching vehicles, and upon signal from bus driver, who also watches traffic, the patrol member shall signal the pupil to cross.
3. If children must cross the highway after leaving the bus, the patrol member shall take a position about two paces in front of the bus in line with the left front fender, holding children back until both he and the bus driver have looked both ways to make certain that there is no approaching traffic. Upon signal from the bus driver that it is safe to cross, the patrol member then motions for the children to cross.
4. At railroad crossings the front patrolman will get out of the bus and walk to the tracks. He shall look both ways for approaching trains, and if no train is in sight, signal the driver to cross, mounting the bus on the other side of the tracks.

Duties of the Rear Bus Patrol Member

1. He shall enter the bus first and take his seat in the rear of the bus.
2. He will make sure that all pupils take assigned seats and are seated before the bus moves.
3. He will help instruct students against unsafe practices, and help to preserve order en route. He will

report to the driver any student refusing to co-operate, or any attempt to hitch a ride on the bus.

4. He will see that the aisles are free from books, lunch boxes, etc.
5. He watches to see that pupils don't forget books, lunches, or other belongings when they leave the bus.
6. He will help the driver check attendance and time schedule.
7. He will help the driver in use of emergency door if necessary.
8. He will report immediately to the driver any damage to the bus.

Both members of the school bus patrol, and any substitutes, should set an example for proper conduct the other pupils.